

Confidentiality

What does "confidential" mean??

- Private
- Not to be disclosed
- Not to be mentioned

Information you obtain while developing, providing, and evaluating services for youth and families served by the Children's Mental Health waiver is considered <u>confidential</u>.

This is a "*right*" that waiver providers give to youth and families they serve by how they manage the information that is entrusted to them.

To ensure and respect the confidentiality of the youth and families you serve:

- ♦ Keep records and documents in a secure location that allows limited access whether it be paper records or computer files.
- Implement safety precautions when faxing youth/family specific information.
- ◆ Do not share information with other waiver service providers unless they have a "need to know" as it <u>specifically</u> relates to service provision.
- Do not discuss youth and families you serve with your spouse, children, friends, or relatives.

If you question whether or not to share specific information with someone, don't do it.

Follow the Golden Rule – "Do unto others as you would have them do unto you".